

JUVENILE CENTER

Temporary Secretary (\$11.75/hr)

Required: A High School diploma or equivalent; a minimum of six months to one year clerical/secretarial work experience, extensive knowledge of MS Office, and a minimum typing speed of 45 words per minute with completion of typing test.

Duties: Under supervision, performs moderately complex clerical duties and responsibilities requiring limited knowledge of department's rules, regulations, policies and procedures. Specific duties and responsibilities may vary based on department assigned.

Types a variety of letters, memos, charts, forms and reports from rough drafts and/or recorded dictation.

1. Compiles data; prepares a variety of records and reports as requested.
2. Reviews records and reports for accuracy by comparing to original sources.
3. Prepares and maintains departmental files and records.
4. Receives phone and other types of contact with the public; provides appropriate assistance and information.
5. Maintains meeting and appointment calendar; schedules meetings and appointments for supervisor.
6. Collects and records fees.
7. Receives, sorts and distributes departmental mail.
8. Performs additional duties which may include: preparing notices of meetings, transcribing meeting minutes, issuing coupons, recording test results, pulling patient charts, completing and distributing standard forms, collecting fees, maintaining office supplies and maintaining mailing lists.
9. Completes special projects and assignments as requested.

Applications for this vacancy will be received at the Personnel Department, Berrien County Administration Building, 701 Main Street, St. Joseph, Michigan 49085, between 8:30 A.M. and 5:00 P.M. Applications can be downloaded from: www.berriencounty.org Equal Opportunity Employer.